

CATALOGING ASSISTANT

General Summary

GENERAL STATEMENT OF JOB

Responsible for performing original and copy cataloging of library collections. Processes new materials, and assists in maintaining the library's catalog. Work is performed under regular supervision from the Library Associate-Technical Services.

Essential Functions and Responsibilities

Electronically catalogs and classifies library books and audio/visual materials.

Assists in maintaining the integrated library catalog.

Assists in processing of new materials.

Serves as a lead worker to other employees working in cataloging and processing of new materials as needed; performs routine clerical and delivery work between the cataloging, circulation, and reference departments.

Additional Job Duties

Performs other related library work as required.

Knowledge, Skills, and Abilities

General knowledge of integrated library systems and networks, online bibliographic retrieval services and cataloging services.

General knowledge of library principles and practices.

General knowledge of the Anglo-American Cataloging Rules.

General knowledge of the Dewey Decimal Classification System and Library of Congress subject headings.

General knowledge of MARC format.

Ability to communicate effectively orally and in writing.

Ability to work independently.

Ability to deal effectively and courteously with the general public and other employees.

Physical and Mental Requirements

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including office equipment such as computers, calculators, copiers, facsimile machines, microfiche machines, CD ROM players, etc. Lifts boxes of up to 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, publications, manuals, etc.

Requires the ability to prepare logs, reports, forms, requests, etc., using prescribed formats.

Intelligence: Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment.

Must have minimal levels of eye/hand/foot coordination.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Education, Experience, and Training

Bachelor's degree including coursework in library cataloging, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.